

Rules for the Minutes on the Web, File Formats, and File Name Conventions

Revised June 2015

1. Minutes of the Switchgear Committee and its Subcommittees, Working Groups, Task Forces, and other meetings must be submitted to the **Secretary of the Switchgear Committee within 2 weeks** after the meeting. It is the responsibility of the Subcommittee Chairs and groups (CIGRE, STL, ASC....) to timely submit the documents to the Switchgear Committee Secretary.
2. Minutes must contain the name of a person proposing a motion, and the name of person who seconds the motion. Names of those providing reports on working groups or task forces (typically the WG or TF chair) should also be shown. Except for these items, persons who discuss subjects should not be identified by name.
3. Files submitted should include the list of those attending the meeting, but not their address or personal contact information.
4. Files must be in pdf format. If not in .pdf format as received, the Secretary will convert to .pdf format prior to posting.
5. Do not embed documents. Each document must be provided separately. Embedded documents in Word, Excel, or similar formats will not be embedded upon conversion to .pdf format.
6. File name conventions: The files must be organized with the names that are consistent with different operating systems of the users and the IEEE Web servers. The file **names must not contain any blank spaces and are case sensitive (including extensions)!** Below is a file name example.
7. All documents must contain a revision level as shown in the example below. Original documents must include REV0. Modified documents must be submitted to the Committee Secretary with properly updated revision level.

S13ADSCOMmiREV0.pdf (no spaces in the filename!)

8. The table below shows the naming convention for the files.

<u>Meeting:</u>	<u>Name of the Subcommittee:</u>	<u>Document:</u>	<u>Revision</u>	<u>File format:</u>
S13 = Spring 2013 F13 = Fall 2013 S14 = Spring 2014 Etc.	SWGR = Main Committee ADSCOM = ADSCOM Subcom ERP = ERP Subcom HVF = HVF Subcom HVCB = HVCB Subcom HVS = HVS Subcom RODE = RODE Subcom SA = SA Subcom LVSD = LVSD Subcom ASCC37 = ASC C37 STLNA = STL NA Liaison CIGRE = CIGRE Liaison IEC17 = IEC 17 TAG	mi = minutes of the Subcommittee fn = file names document a1 = attachment (additional document) a2 = attachment (additional document) a3 = attachment (additional document) etc.	REV0 REV1 REV2 etc.	.pdf